LICENSED ALCOHOL AND DRUG COUNSELOR

The Minnesota Indian Women’s Resource Center (MIWRC) is a non-profit social and mental health services organization committed to traditional ways of being and support of American Indian women and their families.

Founded in 1984, MIWRC provides a broad range of programs designed to educate and empower Native women and their families, and to inform and assist those who work providing services to the community.

MIWRC is located in the Phillips neighborhood of Minneapolis, which has the third largest urban American Indian population in the United States.

Programs are developed to reflect the needs of our families, and are tailored to address issues that significantly affect their well-being, such as family services, affordable housing, chemical dependency, mental health care, cultural resilience and healing, and other family and community issues.

SALARY: $60,000/annually, plus benefits

JOB SUMMARY: The Minnesota Indian Women’s Resource Center (MIWRC) is seeking an experienced, communicative, and compassionate Licensed Alcohol and Drug Counselor (LADC) to join our team and support the wellbeing of our clients. LADC must provide 245G compliant clinical services in our Nokomis Endaad Treatment Program. The LADC will provide direct care to clients in a culturally specific and trauma-informed manner.

NOTE: In this position, you will be confronted with crisis situations affecting the Native American community. These may be people that are unhoused or live in extreme poverty, are dealing with sexual violence and/or domestic violence, may be sex trafficked, current sex workers, or in active addiction or receiving treatment. This may also include the staff you work with. MIWRC encourages anyone applying for this position to have a healthy self-care plan and a support system.

REQUIRED QUALIFICATIONS:

- Active Minnesota Licensed Alcohol and Drug Counselor (LADC).
- Bachelor’s degree or higher in Human Service Field or related experience.
- 2+ years of clinical experience, ideally working directly with Native American clients
- Experience working with American Indian women and families
- Knowledge and understanding of systems of violence and trauma, including inter-generational effects of historical trauma.
• Excellent interpersonal communication skills with the ability to actively listen
• Knowledge and understanding of systems of violence and trauma, including inter-generational effects of historical trauma and cultural diversity to include in the individual treatment plan and process.
• Must have strong group facilitation skills.
• Solid relationship-building capabilities with a positive and compassionate attitude
• Keen attention to detail and ability to effectively manage time / prioritize needs
• Willingness to stay updated on new treatments, protocols, and licensure requirements within the field
• Passion for advancing the therapy field
• Ability to work independently and as part of a team
• Preferred qualifications:
  • Five years of experience providing professional chemical dependency services.
  • Knowledge and understanding of one’s own tribal spirituality and cultural values helpful, if applicable
  • Advanced training in the area of trauma and addiction.
  • Experience with Procentive

Other Qualifications:

• Valid Driver’s License/Insurance, with a satisfactory driving record.
• Must have own vehicle and be willing to transport as needed.
• Must submit to and pass DHS Criminal Background Study.

Demonstrated ability to:

• Maintain highly confidential and sensitive information.
• Ability to exemplify professional conduct and ethical standards.
• Provide effective communication: interpersonal and listening skills with clients and staff.
• Work in a cooperative team relationship with MIWRC agency staff, and other agencies to coordinate client services and programming.
• Perform at a highly multi-tasking position and maintain professionalism under stressful situations.

DUTIES AND RESPONSIBILITIES:

• Establish positive and trusting relationships with clients.
• Conduct and properly document a Rule 25 and/or Treatment Plan for each individual client admitted to the program. Update this assessment and/or plan as necessary.
• Develop and maintain individual treatment plans to address chemical dependency needs and addiction issues.
• Conduct regular Individual treatment sessions with clients who wish to converse with a chemical dependency counselor.
• Provide Group treatment sessions as needed or assigned.
• Educate and involve family members or other loved ones in the treatment process when necessary.
• When required, refer clients to outside sources or agencies that can better address their specific needs.
• Participate in weekly clinical reviews, updating treatment plans as necessary.
• Collaborate with other staff to provide appropriate supports and presence for individual treatment progress.
• Educate staff and clients on stress and trauma coping mechanisms.
• Complete and maintain necessary clinical documentation for client records and keep files current.
• Follow all program, state and Federal guidelines for timely process and documentation.
• Track and submit documentation of billable activity.
• Coordinate with social and medical agencies, healthcare providers and community outreach programs to provide clients with needed services.
• Keep current with evidence-based practices, remaining mindful of a duty to provide culturally responsive programming, and staying within acceptable utilization, which is congruent with the program mission, policies, and procedures.
• Provide crisis management and intervention when necessary.
• Prepare monthly reports for supervisor and maintain statistical data.
• Attend training and meetings as required by the position.
• Respond to other duties as assigned by CEO and Vice-President of Healing Spaces/Nokomis Endaad Clinical Director

REPORTING AND SUPERVISORY RESPONSIBILITIES: The Licensed Alcohol and Drug Counselor reports directly to the Vice-President of Healing Spaces/Nokomis Endaad Clinical Director and has no supervisory responsibility.

JOB CLASSIFICATION: Regular; Full-time; Salaried; Exempt

APPLICATION: To apply, please send a brief introduction of yourself and a copy of your resume to tjones@miwrc.org.

MIWRC is an Equal Opportunity Employer.

Job Description Updated: 7/25/2022